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TIGARD CITY COUNCIL  
MEETING

November 19, 2002 6:30 p.m.

TIGARD CITY HALL  
13125 SW HALL BLVD  
TIGARD, OR 97223



PUBLIC NOTICE:

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead-time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting date by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

A G E N D A  
TIGARD CITY COUNCIL WORKSHOP MEETING  
November 19, 2002

6:30 PM

1. WORKSHOP MEETING
  - 1.1 Call to Order - City Council
  - 1.2 Roll Call
  - 1.3 Pledge of Allegiance
  - 1.4 Council Communications & Liaison Reports
  - 1.5 Call to Council and Staff for Non Agenda Items

6:35 PM

2. JOINT MEETING WITH THE INTERGOVERNMENTAL WATER BOARD (IWB) FOR AN UPDATE ON THE PROPOSED BULL RUN REGIONAL DRINKING WATER AGENCY (PART 2 OF DISCUSSION CONTINUED FROM THE OCTOBER 15, 2002, CITY COUNCIL MEETING)
  - a. Staff Report: Public Works Staff
  - b. Council and IWB Discussion

7:20 PM

3. JOINT MEETING WITH BUDGET COMMITTEE FOR REVIEW OF SOCIAL SERVICE AGENCIES PRESENTATIONS ON PROGRAMS, SERVICES, AND FUTURE FUNDING NEEDS
  - ❖ Good Neighbor Center
  - ❖ Luke-Dorf Inc.
  - ❖ Tigard Senior Center (Loaves and Fishes)
  - a. Staff Report: Finance Staff
  - b. Presentations:
    - ❖ Good Neighbor Center
    - ❖ Luke-Dorf Inc.
    - ❖ Tigard Senior Center (Loaves and Fishes)
  - c. Council and Budget Committee Discussion

8:20 PM

4. DISCUSS AND REVIEW PROPOSED INTERGOVERNMENTAL AGREEMENT WITH CLEAN WATER SERVICES
  - a. Staff Report: Public Works Staff
  - b. Council Discussion

9:10 PM

5. REVIEW DRAFT SCHEMATIC DESIGNS FOR THE NEW TIGARD LIBRARY
  - a. Staff Report: Library Staff
  - b. Presentation by SRG Partnership, PC (architects)
  - c. Council Discussion

9:40 PM

6. COUNCIL LIAISON REPORTS

9:45 PM

7. NON-AGENDA ITEMS

9:50 PM

8. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

10:00 PM

9. ADJOURNMENT

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AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF November 19, 2002

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Bull Run Regional Drinking Water Agency: Phase II Report – Part 2

PREPARED BY: Ed Wegner DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

The Phase II Report of the Bull Run Regional Drinking Water Agency has been accepted by the Policy Steering Committee and the complete document was distributed at the October 15<sup>th</sup> study session. The process now calls for all 13 participating agencies to review the document, provide an opportunity for public input, and reach a conclusion by March 2003.

Staff has prepared a schedule of workshops, public presentations, displays and a public hearing where the City Council, Intergovernmental Water Board, and local citizens can review and discuss the report. The issue before Council is to review the schedule for adequacy and begin the process of reviewing the report. Staff made a presentation on October 15, 2002 to review the areas of the report concerning Governance and Engineering.

Staff is now prepared to present a second review of the areas of the report on Finance and Public Involvement.

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STAFF RECOMMENDATION

Provide continued review of the report.

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INFORMATION SUMMARY

Tigard has been participating in a 13-member agreement to explore the formation of a new regional water supply agency. The initial phase of that project was concluded in December of 2001, and the Tigard City Council decided to participate in Phase II of that process. The Phase II work document is now complete and being distributed and considered by the member agencies. The Policy Steering Committee (PSC), which is comprised of an elected official of each of the 13 member agencies, voted to accept the report on September 26, 2002.

The report answers most of the questions an agency would have in their effort to decide to continue on in the process. Some questions cannot be specifically answered yet, but the report proposes possible alternatives and ranges between which the final decision is likely to fall.

By design the review and decision process has been structured so that the member agencies would provide local public participation as they so choose as they go through their respective processes. Staff recommended four joint work sessions between the IWB and City Council due to the volume of material and the benefit each body would receive by interaction. Press releases, displays, Web pages, CIT and the *CITYSCAPE* all will be used. Our process is scheduled to end February 25, 2003 with a public hearing and a decision by the City Council.

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#### OTHER ALTERNATIVES CONSIDERED

Tigard is also participating in projects with the Joint Water Commission (JWC) which, if feasible, will allow Tigard membership into the JWC and ownership of water rights.

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#### VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Urban and Public Services chapter of “Tigard Beyond Tomorrow” has a goal, which states “actively participate in a regional development of drinking water sources”

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#### ATTACHMENT LIST

N/A

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#### FISCAL NOTES

Acceptance of this plan will not have any fiscal impact this fiscal year.

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF November 19, 2002

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Council Discussion and Review of Social Service Grant Recipients

PREPARED BY: Craig Prosser DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

During its review of the FY 2002-03 City of Tigard Budget, the Budget Committee decided that it would be appropriate to schedule some time in the future for a discussion of social services grants. During this session, the Budget Committee will hear from three of the 11 social service grant recipients.

STAFF RECOMMENDATION

Hear social service agency presentations on programs, services, and future funding needs and discuss issues.

INFORMATION SUMMARY

The Budget Committee requested a review of social service grant recipient programs, services, and future funding needs for several reasons:

1. It has been some time since social services grantees have been invited to discuss their programs with the Budget Committee.
2. The Committee is interested in finding out more information about exactly how grant funds are used to provide services to Tigard residents and how many residents (rather than non-residents) are served.
3. A concern that some grant recipients have come to view the City of Tigard grants as an entitlement rather than a grant.
4. Concerns over projected declines in City of Tigard General Fund balances, which will tend to limit the amount of funds available for social services grants.

Accordingly, the Budget Committee has set aside one hour during three City Council workshop sessions, August 20, November 19, and January 14 to hear presentations from grant recipients and to discuss service and funding issues with them.

Three social service grant recipients are scheduled for the November 20 meeting. The grant recipient and the amount granted by the City for the past several years are:

<u>Recipient</u>	<u>FY 1999-00</u>	<u>FY 2000-01</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>
Good Neighbor Center	\$15,000	\$151,000	\$10,000	\$105,000
Luke-Dorf Inc.	\$7,000	\$7,500	\$7,500	\$15,000
Tigard Senior Center (Loaves and Fishes)	\$18,000	\$18,000	\$20,000	\$20,000

The remaining grant recipients will meet with the Budget Committee in January.

Immediately following the Tigard Senior Center social service grant discussion, Council will hold its regular annual meeting with the Senior Center.

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OTHER ALTERNATIVES CONSIDERED

NA

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VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

NA

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ATTACHMENT LIST

Two letters to Social Services grantees.

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FISCAL NOTES

No costs at this time. The discussion may impact future funding decisions

November 1, 2002

Ms. Sydney Sherwood  
Good Neighbor Center  
11130 SW Greenburg Road  
Tigard, OR 97223

Dear Sydney:

On July 17, 2002, the City Manager sent a copy of the enclosed letter and materials inviting Loaves and Fishes/Tigard Senior Center, Luke Dorf, and Good Neighbor Center to address the Tigard Budget Committee on Tuesday November 19, 2002. This is a reminder of this upcoming meeting.

The format for this meeting includes a brief presentation from each of your organizations followed by a question and answer period. Each organization should plan on a total of 15 minutes for their presentation and the question and answer period.

If you have any questions about this meeting or the materials to be covered, please feel free to call me at 503-718-2486 or e-mail me at [craig@ci.tigard.or.us](mailto:craig@ci.tigard.or.us). I would appreciate it if you would confirm your attendance by calling Heather Block at 503-639-4171 ext. 2487 or e-mailing her at [heather@ci.tigard.or.us](mailto:heather@ci.tigard.or.us).

Thank you for agreeing to meet with our Budget Committee. We look forward to hearing from you.

Sincerely,

Craig Prosser  
Finance Director

Cc: Bill Monahan, City Manager  
Tigard City Council  
Tigard Budget Committee (citizen members)



November 1, 2002

Mr. Seth Rosenberg  
Luke-Dorf Inc.  
10313 SW 69th Avenue  
Tigard, OR 97223

Dear Seth:

On July 17, 2002, the City Manager sent a copy of the enclosed letter and materials inviting Loaves and Fishes/Tigard Senior Center, Luke Dorf, and Good Neighbor Center to address the Tigard Budget Committee on Tuesday November 19, 2002. This is a reminder of this upcoming meeting.

The format for this meeting includes a brief presentation from each of your organizations followed by a question and answer period. Each organization should plan on a total of 15 minutes for their presentation and the question and answer period.

If you have any questions about this meeting or the materials to be covered, please feel free to call me at 503-718-2486 or e-mail me at [craig@ci.tigard.or.us](mailto:craig@ci.tigard.or.us). I would appreciate it if you would confirm your attendance by calling Heather Block at 503-639-4171 ext. 2487 or e-mailing her at [heather@ci.tigard.or.us](mailto:heather@ci.tigard.or.us).

Thank you for agreeing to meet with our Budget Committee. We look forward to hearing from you.

Sincerely,

Craig Prosser  
Finance Director

Cc: Bill Monahan, City Manager  
Tigard City Council  
Tigard Budget Committee (citizen members)

November 1, 2002

Ms. Karen Gardner  
Tigard Senior Center/ Tigard Loves and Fishes  
8815 SW Omara  
Tigard, OR 97223

Dear Karen:

On July 17, 2002, the City Manager sent a copy of the enclosed letter and materials inviting Loaves and Fishes/Tigard Senior Center, Luke Dorf, and Good Neighbor Center to address the Tigard Budget Committee on Tuesday November 19, 2002. This is a reminder of this upcoming meeting.

The format for this meeting includes a brief presentation from each of your organizations followed by a question and answer period. Each organization should plan on a total of 15 minutes for their presentation and the question and answer period.

If you have any questions about this meeting or the materials to be covered, please feel free to call me at 503-718-2486 or e-mail me at [craig@ci.tigard.or.us](mailto:craig@ci.tigard.or.us). I would appreciate it if you would confirm your attendance by calling Heather Block at 503-639-4171 ext. 2487 or e-mailing her at [heather@ci.tigard.or.us](mailto:heather@ci.tigard.or.us).

Thank you for agreeing to meet with our Budget Committee. We look forward to hearing from you.

Sincerely,

Craig Prosser  
Finance Director

Cc: Bill Monahan, City Manager  
Tigard City Council  
Tigard Budget Committee (citizen members)

July 17, 2002

# Sample Letter

Karen Gardner  
Tigard Senior Center/Tigard Loaves and Fishes  
8815 SW Omara  
Tigard, OR 97223

Dear Karen :

During its review of the FY 2002-03 City of Tigard Budget, the Budget Committee decided that it would be appropriate to schedule some time in the future for a discussion of social services grants. The Committee, made up of the five members of the City Council plus an equal number of citizens appointed by Council, made this decision for several reasons:

1. It has been some time since social services grantees have been invited to discuss their programs with the Budget Committee.
2. The Committee is interested in finding out more information about exactly how grant funds are used to provide services to Tigard residents and how many residents (rather than non-residents) are served.
3. A concern that some grant recipients have come to view the City of Tigard grants as an entitlement rather than a grant.
4. Concerns over projected declines in City of Tigard General Fund balances, which will tend to limit the amount of funds available for social services grants.

Accordingly, the Budget Committee has set aside one hour during three City Council workshop sessions; August 20, November 19, and January 21 to hear presentations from grant recipients and to discuss service and funding issues with them.

The Tigard Budget Committee would like to invite your organization to meet with them and to discuss your program on the date shown below. As you can see, there will be a number of organizations to review in each hour so any presentations must, of necessity, be brief and to the point, but the Committee would appreciate receiving any information which addresses the concerns listed above.

<b>Social Services Grant Appointments</b> Tigard Town Hall 13125 SW Hall Blvd. <b>6:30 p.m.</b>		
<b>Tuesday, August 20, 2002</b>	<b>Tuesday, November 19, 2002</b>	<b>Tuesday, January 21, 2003</b>
Neighborshare Tualatin Valley Centers Sexual Assault Resource Center Domestic Violence Center	Loaves & Fishes—Senior Center Luke Dorf, Inc. Good Neighbor Center	Christmas in April American Red Cross Learning Adventures

Please note that Council is particularly interested in hearing how Tigard residents benefit from services provided by your organization. At a council meeting in June, Council received and processed follow-up information received from Neighborshare. Councilor Joyce Patton made some comments which reflect the consensus of Council. Those comments, transcribed from the minutes of the meeting, are attached. Please take note of Councilor Patton's comment about the potential reduction in city funding in future years.

If you have any questions about these presentations, please feel free to contact me or Craig Prosser, Tigard Finance Director.

Sincerely,

William A. Monahan  
City Manager

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Comments from Councilor Patton regarding future social services and events:

I just wanted to say that I appreciated finally getting the information that we requested from the organization. I would hope in the future that we would get that kind of information on a regular basis. I also wanted to caution, as I think you were going to make sure, that it was conveyed as well that everything is getting tighter budgetarily and although the City of Tigard is recognized as being very concerned and very supportive of social service agencies as well as our community events that budgets are getting tight and the City is going to have to look making some really hard decisions over the next year or two. And, that means that those same organizations that we have faithfully contributed to over the years are going to have to avoid considering the request to Tigard as something of a right, but is something that may in fact change, not due to any lack of interest on our part, but due just to financial considerations in general. I just kind of wanted to send that signal out, not only to Community Action Organization, but to everybody – all the social service agencies and the community events that we have supported over the years that we are going to have to do some hard looking over the next couple of years in particular as we look at our overall general fund balances and the City has had to deal with the tough economy, just as everyone else has.

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Discuss Proposed Intergovernmental Agreement between City of Tigard and Clean Water Services

PREPARED BY: Ed Wegner DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

Discuss the City of Tigard's proposed involvement with Clean Water Services on the Large City/District Operating Agreement.

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STAFF RECOMMENDATION

Staff recommends proceeding with negotiations of the Model Contract with Clean Water Services and the City of Tigard. Final contract will be brought back before Council at the December 10, 2002 meeting.

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INFORMATION SUMMARY

Staff from both the City of Tigard and Clean Water Services have been working on negotiating an intergovernmental agreement

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OTHER ALTERNATIVES CONSIDERED

N/A

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VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Although not directly stated as a Visioning Task Force Goal, this issue should be addressed in a more efficient method of delivery of services to citizens and ratepayers.

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ATTACHMENT LIST

1. Reasons for Change Memo

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FISCAL NOTES

All costs for the City to be responsible for maintenance outside the City of Tigard will be reimbursed by Clean Water Services.

## **Reasons For Change**

For over 18 months, Clean Water Services and the cities have been working toward crafting revised language to the 1990 Intergovernmental Agreement. The major factors driving the critical need to move ahead with adoption of this revised Intergovernmental Agreement are highlighted below:

### **I. Out of Date**

The current Clean Water Services-City Agreements were originally adopted in 1970 with only minor modifications through 1990. In that year, surface water management responsibilities were added to the District and changes made to the Agreement reflecting this added responsibility. In reviewing the existing Agreement within the context of current/pending regulatory requirements (Clean Water Act, Endangered Species Act, Metro Title 3), the dramatic escalation of sewer treatment costs, new service delivery initiatives (Conveyance System Management Study), and the District's legal responsibilities for managing revenues and expenditures under ORS 451, it is clear that the existing Agreements are incomplete and do not reflect current operating conditions within the urban area of Washington County. The revised agreement better reflects these current conditions.

### **II. Regulatory Compliance**

Under ORS 451 and as the lead District in terms of the National Pollutant Discharge Elimination System (NPDES) and overall Clean Water Act (CWA) compliance, Clean Water Services is the permittee for both sanitary sewer and storm water regulations. While Clean Water Services is the responsible party, federal and state regulatory agencies have determined that the existing language in the Clean Water Services-City Agreements does not clearly delineate Clean Water Services' authority to mandate specific compliance actions within the cities. The revised Agreement restates this authority (already established under ORS 451) by clearly designating Clean Water Services as the lead entity in responding to permit issues throughout the service area.

### **III. Service Delivery Efficiencies**

The urban area of Washington County covers 123 square miles. Within that area are over 1,400 miles of sanitary sewer pipe, 26,500 catch basins and 890 miles of storm lines. Clean Water Services and the cities share field maintenance responsibilities for these collection systems. The current Agreement has provided the basis for assigning general system responsibilities and establishing very basic criteria for performing field maintenance activities. The unprecedented rate of development within the urban growth boundary and the corresponding expansion of sanitary sewer and storm water system inventory have highlighted the need to better define and coordinate the field maintenance operations of the District and cities. The work planning program and service area maps developed with the cities over the last two years and included in the proposed City Agreements are key steps toward implementing a more cost-effective approach toward sanitary and storm water system maintenance. This efficiency will translate into better service and long-term savings for all ratepayers in the urban area of Washington County.

#### **IV. Coordinated Financial Management**

Under the current Agreement, the District and cities jointly provide field services under a framework, which generally assigns to the individual jurisdictions the physical areas of responsibility and the system inventory to be maintained. Under the District's rules, uniform percentage allocations of service charge revenue are made between the cities and Clean Water Services; 75% of storm water rate revenue is retained by the City and 30% (after revenue bonds) of the sanitary sewer rate revenue remains with the cities. These percentage allocations have been used since 1990 and 1970 respectively. Neither is supported by actual cost or system inventory data. Based on the revised division of responsibilities, field maintenance activities will be supported through actual cost data developed in a consistent manner between the District and cities. The basis for these allocations -19 specific field maintenance standards - has been developed with the cities through the Conveyance System Management Study. All information collected will be routinely shared with the cities. In terms of funding, rate setting and financial management, both the existing and revised Agreements provide the District with authority to manage revenues and expenditures throughout the service area. Our revised approach establishes a procedure to better manage the allocation of service charge revenues for field maintenance activities.

*These areas highlight the major changes to the Agreement, which the District believes necessary to meet regulatory requirements and better manage how Clean Water Services and the cities do business. As in the past, the District commits itself to working with the partner cities in providing the highest quality and lowest cost sanitary and storm services. This revised Agreement is an important step toward assuring this level of service into the future.*



AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF November 19, 2002

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Review of draft schematic designs for the new Tigard Library

PREPARED BY: Margaret Barnes DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

Presentation by SRG Partnership, PC of draft schematic designs for the new Tigard Library.

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STAFF RECOMMENDATION

The purpose of this presentation is to provide an update and preview of the draft schematic designs for the new Tigard Library.

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INFORMATION SUMMARY

The A/E design team from SRG Partnership will discuss and review with Council the draft schematic designs for the new Tigard Library. These designs incorporate and respond to some of the community suggestions that were presented at the October 16 community meeting for the new library.

A second community meeting for the new library is scheduled for Wednesday, December 11 at 7:00 p.m. in Town Hall. At that meeting, the final schematic designs will be reviewed with the community.

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OTHER ALTERNATIVES CONSIDERED

None.

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VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal #3: Adequate facilities are available for efficient delivery of life-long learning programs and services for all ages.

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ATTACHMENT LIST

None.

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FISCAL NOTES

N/A